



State of Connecticut JOB POSTING

Posted: December 18, 2014

POSITION:

CONTINUING EDUCATION ASSISTANT

Part-time Educational Assistant Position, 17 hours per week

ANTICIPATED START DATE:

Spring 2015

MINIMUM QUALIFICATIONS:

Bachelor's degree in an appropriately related field; one year of experience working in an educational environment that provides services to adult learners, with office administration duties and exposure to marketing. Incumbent is required to have demonstrated knowledge, experience, and abilities in the following areas: office administration, customer service, student registration procedure; effective oral and written communication, preparation of fliers, brochures, newsletters, press releases, public announcements and publicity ads; experience using personal computers, and knowledge of MS Office computer software with special emphasis in the use of MS Excel. Advanced computer skills are essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Continuing Education Assistant is accountable for administrative support, communication and marketing of Continuing Education and Workforce programs. The responsibilities includes: providing information to the public about Continuing Education and Workforce programs; preparing marketing brochures; attending recruitment events, assisting with programs; organizing and conducting registration; contributing to the efficient and accurate registration of students; developing, scheduling, implementing, and evaluating of relevant continuing education offerings; scheduling and arranging the layout of classrooms and other facilities; recruiting, interviewing, and recommending program instructors for hire; preparing documents such as contracts, invoices, and purchase orders; developing and maintaining mailing lists; and other duties related to Continuing Education and Workforce. Some nights and weekend hours may be required on occasion.

HOURLY RATE:

\$27.50 per hour

TO APPLY:

Submit a **letter of interest**, **current resume** and **completed (typed) ConnSCU Board of Regents Employment Application*** to:

**INCOMPLETE APPLICATION
MATERIALS WILL NOT BE
ACCEPTED.**

Human Resources Department
PT EA Continuing Education Assistant Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

NO FAXES PLEASE

E-mail: ho-humanresources@hcc.commnet.edu (**8 PAGES OR LESS**)

APPLICATION DEADLINE:

Application materials must be **RECEIVED** on or before **January 31, 2015**.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

A Member of the Connecticut State Colleges and Universities

An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply